

RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #900131-08

SCHEDULE #: 90-125

EFFECTIVE DATE: 10/15/90

Agency Code: 460
Agency: State Merit System of Personnel Administration
Creating Office: Eligibility Unit, State Health Benefit Plan

Series
Title/Dates: "Retiree and Disability Retiree Coverage,"-
1981, and continuing

Access: Open
Class: Individual

Related To: Employees applying for coverage as retiree or
surviving spouse applying for coverage

Arrangement: File is divided into three sections (teachers,
public school workers, state employees),
thereunder alphabetical by name

Retention
Requirement: Administrative: two (2) years

Media: Paper

Disposition
Instructions: Cut off at end of calendar year,
Hold in current files area two (2) years,
Transfer to State Records Center,
Hold for two (2) years, then
Destroy.

This records retention plan gives the State Records Committee
approved retention instructions for the named records series by
the named creating office.

Edward Weldon
Edward Weldon
Secretary of State Designee

10-19-90
Date